

Annual Inspections Policy

1. The annual inspection of all units and common areas in the Co-op will take place annually in June (or earlier). (The timing of these inspections is critical so that the results may be obtained before the annual budget is prepared.)
2. Written notice of the inspections will be distributed to all units at least two (2) weeks prior to the actual inspections.
3. Members are expected to be present during the inspection of their unit.
4. Members interested in conducting the inspection will be invited to attend a training session prior to the beginning of the inspections. Information, guidelines and necessary materials will be distributed at the meeting.
5. Inspection teams:
 - a) will be made up of two (2) current members of the Co-op during the training session; and
 - b) will be assigned a floor to inspect (a team will also be assigned to inspect all of the common areas); and
 - c) will arrange their own appointments with members; and
 - d) will correlate the data that they collect into short summaries; and
 - e) will return all inspection forms and summaries to the Property Management Committee or its designate by a predetermined deadline.
6. Results of the inspections will be tabulated from the above-mentioned summaries and presented to the Property Management Committee (and subsequently to the Board).
7. All detailed inspection forms will be kept in the office at least until the next year's inspections have been completed and turned into the office.

Approved by the Board of Directors: January 18, 1987

Approved by the General Membership: March 1, 1987